eMARS Agency Implementation Guide (AIG) Release Three
December 19 - 20, 2005

Agenda – AIG Release Three Session

- Welcome and Introductions
- Q&A Process
- AIG Checkpoints
- AIG Overview of Release Three
- Review Usage Analysis Technique (Task 6.5.5)
- Key Dates
- Next Steps
- Questions
- ALM Introductions and Breakout Sessions

Q&A Process

- Please ask questions as we go along
- Parking Lot will include
  - Questions we need to table for time
  - Questions we need to table because they are coming up later in this presentation
  - Questions we need to research
- Q&A time at the end of session
- FAQ document will be created and posted on the eMARS web site to reflect questions from all sessions

Agency Implementation Guide (AIG) Checkpoints

AIG Checkpoints

- 6.5.1 – Agency Goals and Objectives

- 6.5.2 – Complete Planning Questionnaire

- 6.5.3 – Refine Assignments/Schedule Meetings

- 6.5.4 – Gather MARS Agency COA Codes

- 6.5.5 – Review Usage Analysis Technique

- 6.5.6 – Review Current Processes

AIG Checkpoints (Continued)

- 6.5.7 – Review eMARS COA Model

- 6.5.8 – Define Agency COA and Accounting Templates

- 6.5.9 – 5.18 – Define Usage of Functional Areas

- 6.5.19 – 6.5.24 – Consolidate Agency Specific Requirements

- 6.5.25 – Develop Agency Implementation Plan

- 6.5.26 – Issue Identification and Resolution

AIG Checkpoints (Continued)

- 6.6 - Agency Interfaces

    - 6.6.6 Collection for Agency Accounting Templates for Central Billings updated to include collection of eMARS Units

- 6.7 – Data Conversion

- 6.11 – Agency Reporting Analysis

- 6.12 – Security and Workflow

- 6.13 – Acceptance Testing

- 6.14 – eMARS Post-Implementation Tasks

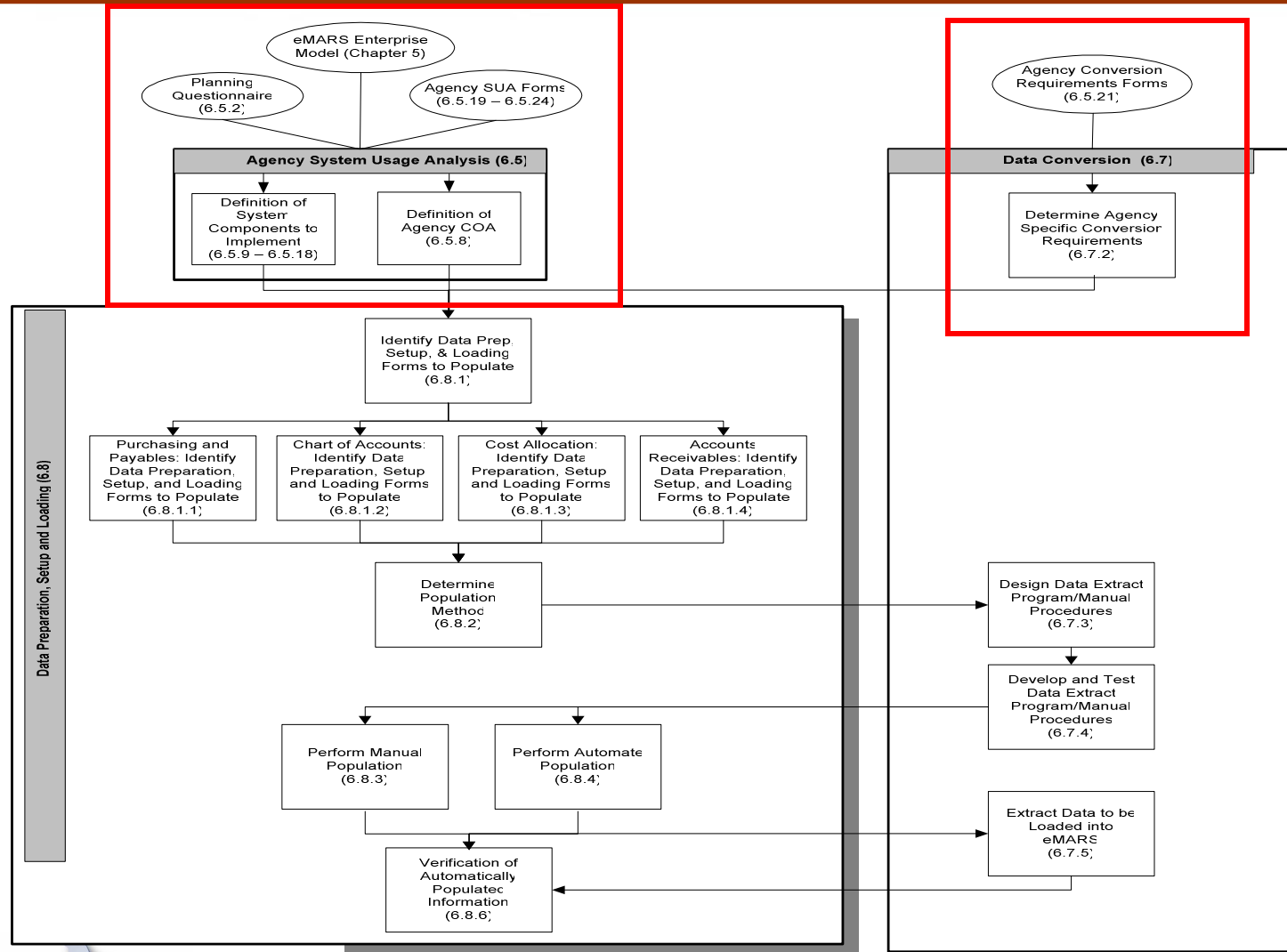- 6.15 – Cost Accounting, Projects, and Grants

Agency Implementation Guide (AIG)
Release Three

The Framework for Beginning Data Preparation, Setup, and Loading

- Agency System Usage Analysis information (tasks 6.5.9 – 6.5.18)

- Definition of Agency COA (task 6.5.8)

- Identification of Agency-Specific Data Conversion activities (task 6.7)

- Agency-Specific data that needs to be loaded to eMARS will be gathered

6.8 -- Data Preparation, Setup, & Loading Tasks
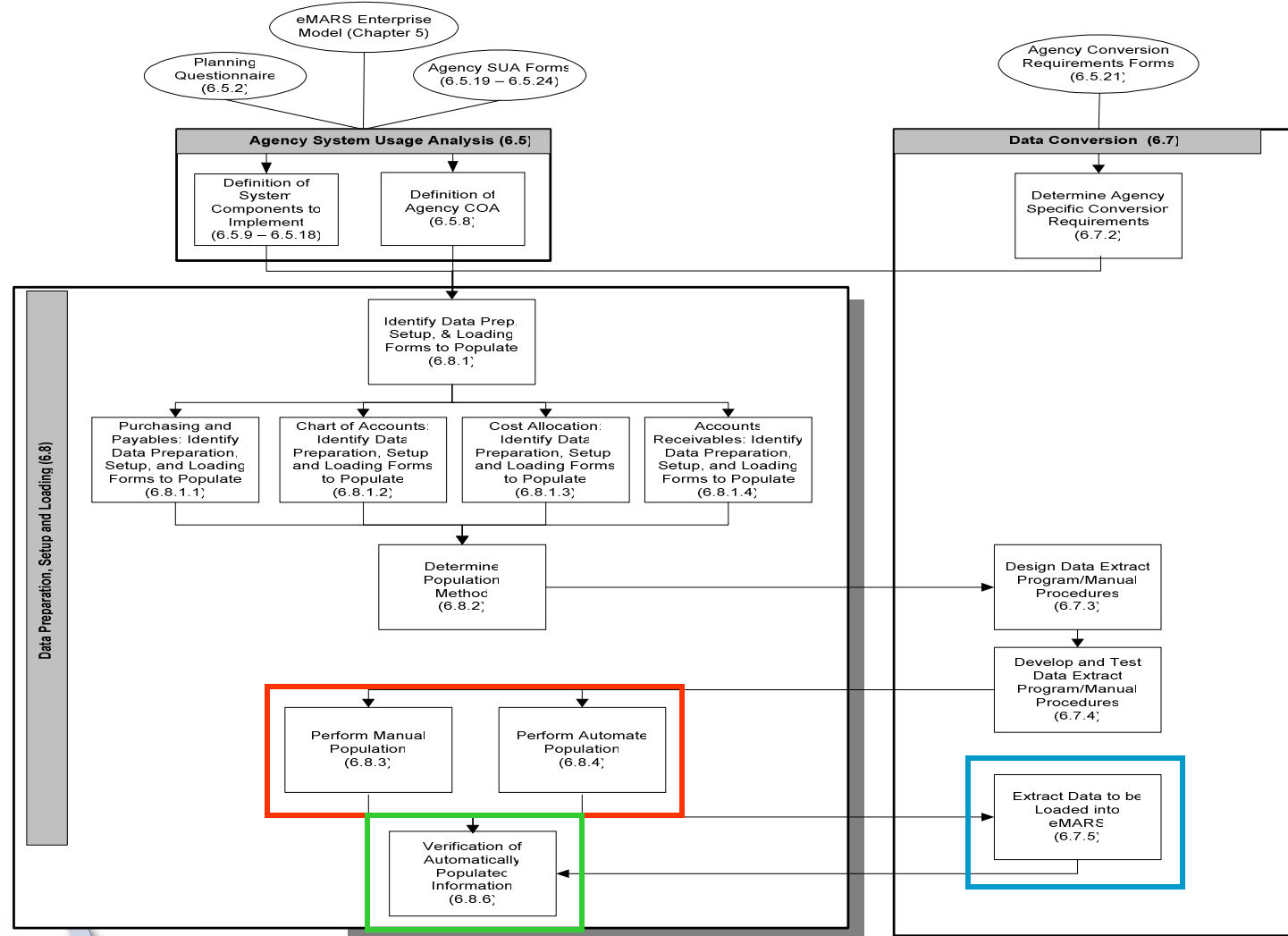
Identifying Data to be Prepared and Setup (6.8.1)

– Determine which eMARS Data Preparation Forms must be completed.

Determining the Data Population Method (6.8.2)

– Automated vs Manual

– Does data already exist in MARS? Agencies may request existing data in electronic form.

– Does data already exist in another system? An agency specific conversion process must be designed and developed.

– Data may need to be entered manually.

Automated and Manual Data Conversion (6.8.3 & 6.8.4)

– Design and develop manual procedures and/or automated conversions

– Execute the manual and/or automated conversions to populate the data preparation forms with the requisite data.

Finishing the Process: Loading Data Into eMARS (6.8.5 & 6.8.6)

– Completed data forms passed to the ALM, for those tables that will be centrally loaded into eMARS.

– The eMARS Conversion team combines the data with data from other agencies and loads into the eMARS database tables.

– During the cutover period, the loaded data can be verified and corrected as needed.

6.9 – eMARS Agency-Specific Training Tasks

- eMARS Training
  - Attend Training Team Lead (TTL) Meeting
  - Determine Access to Pathlore LMS Database
  - Identify and Register Training Participants
  - Record Completion of Self-Paced Training Courses

- Agency-Specific Training Courses
  - Determine if and what areas need Agency-Specific Training
  - Determine which participants need Agency-Specific Training
  - Develop Agency-Specific Training Courses
  - Develop Training Schedule and Register Participants
  - Schedule Facilities

- **Workstation Software and Hardware Activities**
  - Evaluate existing software and hardware
  - Determine hardware and software needs
  - Acquire appropriate software & hardware
- **Network Activities**
  - Generate current Agency Network Diagram
  - Complete eMARS Network and User Questionnaire for each agency building/location
 - Determine network needs

- Provides a listing of some of the more commonly used terms and acronyms used on the eMARS project and referenced within this AIG.

- Is not intended as an exhaustive listing and does not include definitions of the various eMARS documents.

- Definition of the eMARS documents will be made available in a separate document that will be posted on the eMARS web site.
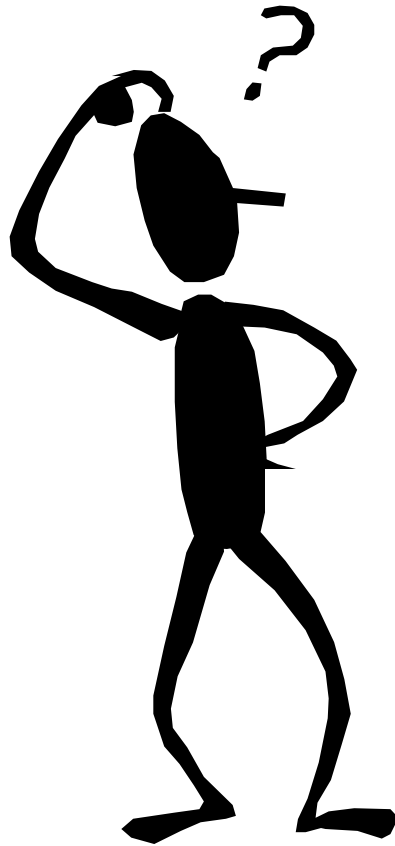
Questions?

Review Usage Analysis Technique

- Audiences to Involve
  - Process Subject Matter Experts
  - Team members who complete the steps in the process
  - Team members both upstream and downstream of the process
  - Leadership who will need to support and/or approve any changes in process

Review Usage Analysis Technique

- ## Factors Impacting Usage Analysis
  - Understand current processes, both functional and systematic
  - Understand the catalyst behind the process flow analysis
  - Identify the stages of the process that do not need to be improved
  - Identify the stages of the process that need/can be improved
  - Identify what regulatory, policy, or budgetary factors that impact the process
  - Identify any other factors, i.e. space, that impact the process

Review Usage Analysis Technique

- Complete the "To Be" Business Process
  - Identify each step in the process, functional and system
  - Identify both inputs and outputs for the process
  - Identify factors such as timeframes and frequency
  - Identify "actors" for each process step
  - Identify any questions, assumptions, decisions, issues, etc. for implementing each stage of new process

Review Usage Analysis Technique

- REMEMBER
  - Identify enough "end to end" business process to ensure that you have identified all possible steps and contingencies in a process

Review Usage Analysis Technique

- Finally:

  – Present new process flow to each stakeholder audience

  – Determine the order in which to present process flows, i.e. make sure your leadership supports the changes before presenting it to other audiences as done.

Key Dates

- System Usage Analysis Tasks   Ongoing
- Update and Submit T_GrantstoConvert table   Dec 9
- Develop Reports Development Workplan   Dec 16
- Determine Agency-Specific Data Conversion Requirements   Dec 31
- Define Agency Program Budget Structure and Cash Control Usage   Dec 30
- Dispose of Cash Balances for Grants that will not be Converted to eMARS   Dec 31
- Training Team Lead (TTL) Kick-Off   Jan 25 & 26
- Identify Agency Specific Workflow Rules   Jan/Feb
- Attend Workflow Rules Tester Training   Feb 1 & 2

Next Steps

- Meet with your ALM's

- Develop Reports Development Workplan

- Determine Agency-Specific Data Conversion Requirements

- Crosswalking Agency Specific COA elements

- Define Agency Program Budget Structure and Cash Control Usage

- Dispose of Cash Balances for Grants that will not be Converted to eMARS

- Identify Agency Specific Workflow Rules
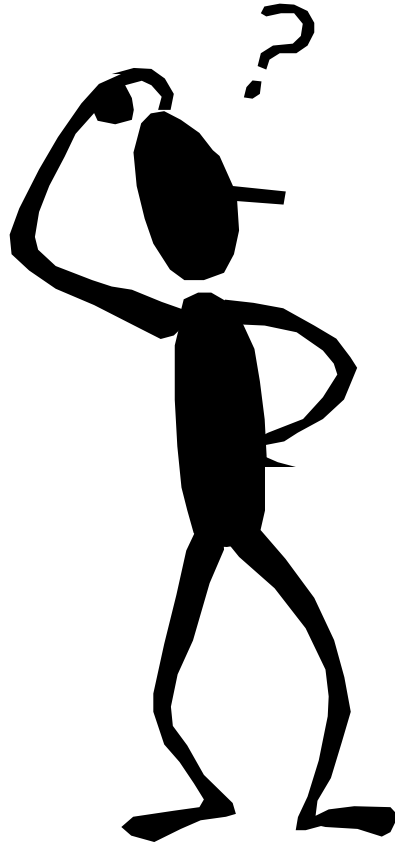
Questions?

Agency Liaison Manager's (ALM's)

- Ken Cotton
- Ashley Jones
- Randy Keltner
- Miles Murphy
- Ronnie O'Nan
- Afifa Rahman
- Eric Thibodeaux
- Karen Wardrip